Assignar

MOBILE APP GUIDE

Assignar

Say goodbye to paperwork

Adopting a mobile app for submitting time and jobsite information can **make life a lot easier!**

Whether you're tracking hours, submitting forms, or managing assignments, all it takes is **a few taps on your phone** to get the job done.

Simple, fast, and intuitive, the Assignar Mobile App allows you to spend less time on admin and **more time on what matters most.**
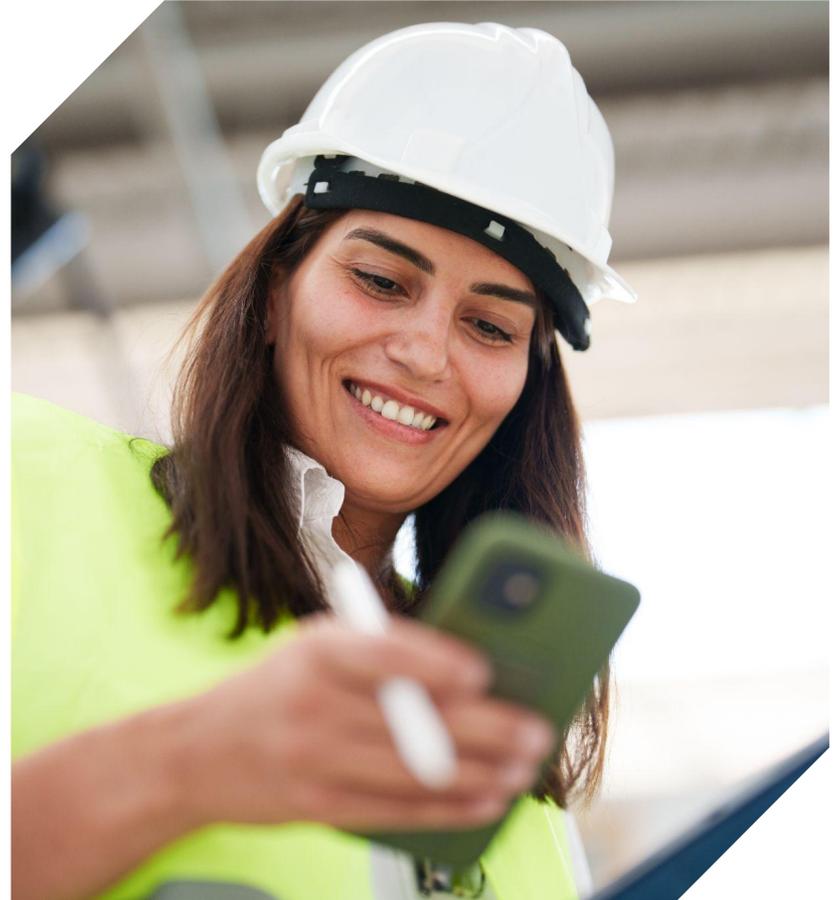
See your Day at a Glance

Get your assignments, notes, and attachments instantly. No more confusion, just clear direction to begin your work day. Your supervisor saves time, and you know exactly what's expected.

Stay Compliant, Stay Efficient

Fill out forms quickly right from the field. Digital entry cuts down on mistakes and keeps you compliant. No more coffee spills on paperwork, or missing forms!

Track Time, Get Paid

Easily log your hours, tasks, and breaks using the app. Ensures accurate, on-time payments for everyone.

Always in the Loop

Share job progress or flag issues instantly, keeping everyone up to date from the jobsite to the office.
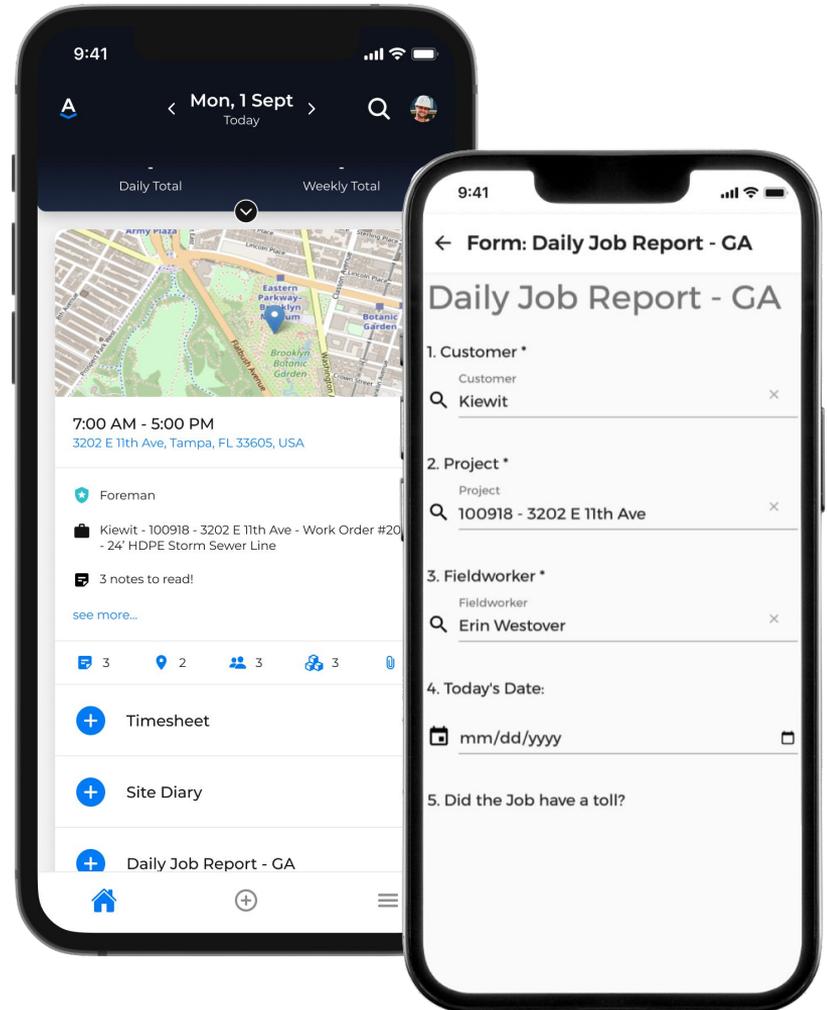
" Our workers **were the most resilient and quickest to adapt.** The whole journey of Assignar has made us change and review our processes and we are stronger as a business for it."

— **David Bradshaw**
Business Systems Manager
Workzone Traffic

LOGIN SCREEN

Save your credentials by clicking **Remember Me.**

To reset your password, click **Forgot Your Password?**

4:12 PM

Assignar

? Need help?

Email

Password

☑ Keep me signed in ⓘ

🔑 Login   Forgot your password?

OR

🔗 Login with a magic Link

Login with Fingerprint

 Login with Apple

G Login with Google

Login with Microsoft

English ▾
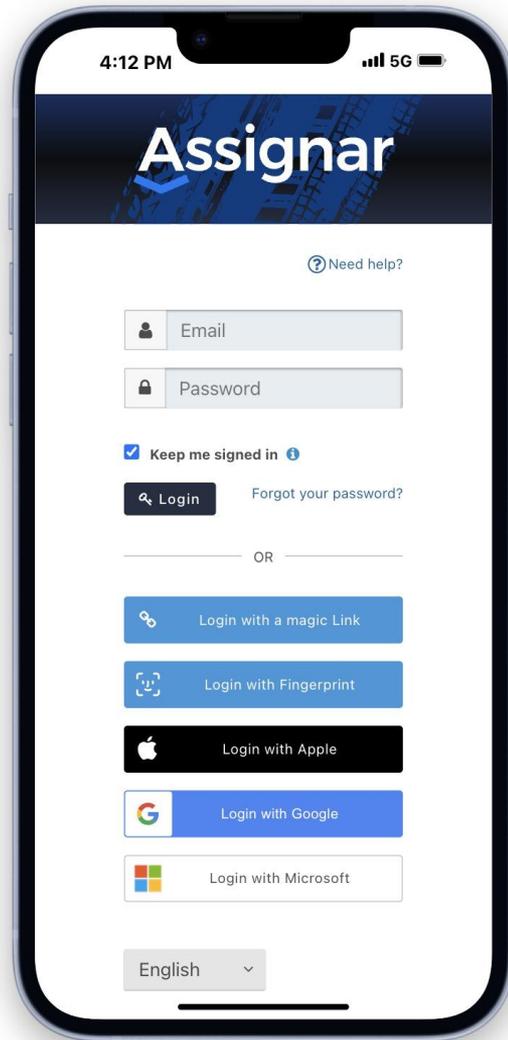
THE MOBILE HOME SCREEN

Open the Assignar app to **access your daily job assignments** and see everything you need to plan ahead and begin work.

9:41

Mon, 1 Sept
Today

-
Daily Total

-
Weekly Total

7:00 AM - 5:00 PM
3202 E 11th Ave, Tampa, FL 33605, USA

Foreman

Kiewit - 100918 - 3202 E 11th Ave - Work Order #2099 - 24' HDPE Storm Sewer Line

3 notes to read!

see more...

3   2   3   3   5

Timesheet

Site Diary

Daily Job Report - GA
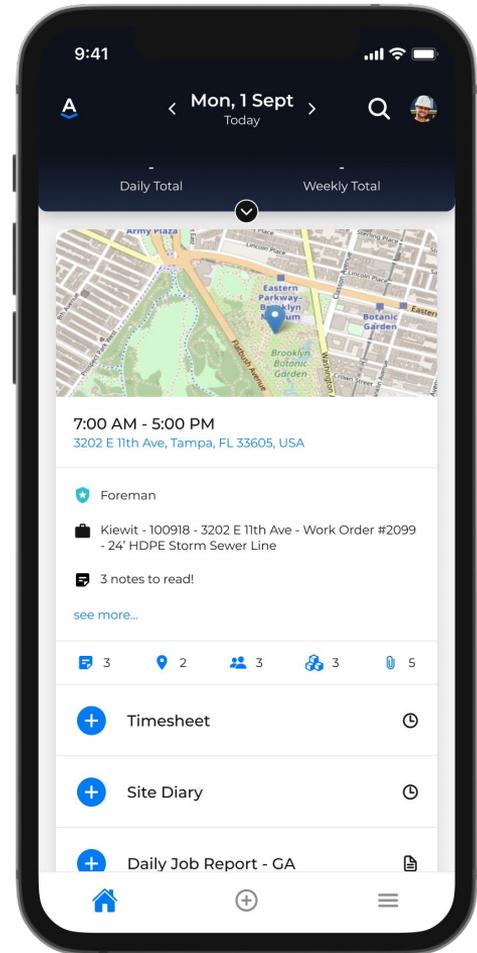
ADDITIONAL MENU OPTIONS

Tap the three lines in the top left corner of the homescreen to submit anything not auto-populated in your assignment. Below is a description of each option:

✓ **MY ITEMS:** Here is where you can view assets, documents, other workers and approve their timesheets. **(this is mainly for Supervisors)**

✓ **TICKETS:** Submit tickets (or digital dockets) for client sign-off.

✓ **FORMS:** Submit loose forms from the home screen.

✓ **GO OFFLINE:** The app automatically goes into offline mode when it loses reception but manually enabling the "go offline" function is great for some users who work in areas with patchy reception.
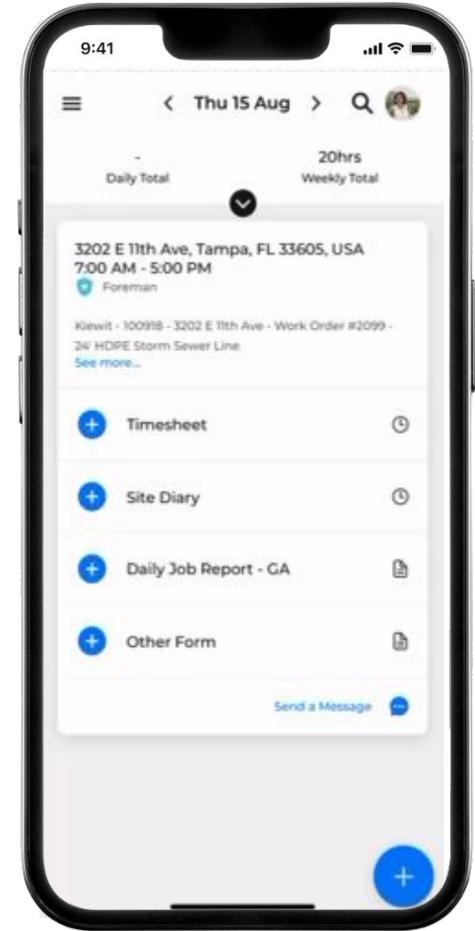
YOUR PROFILE

View or update your contact details, manage your qualifications and orientations or create a new password.
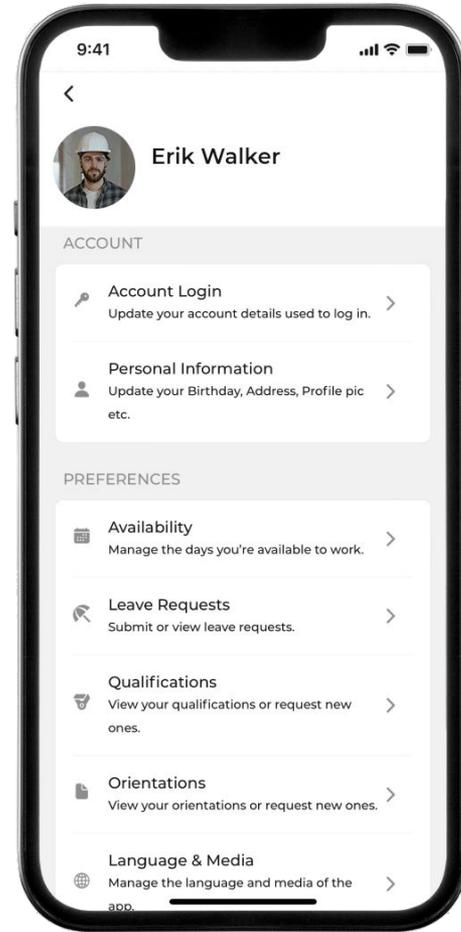
VIEWING YOUR ASSIGNMENT

After login, you'll land on today's date, where you can confirm any current assignments. But you can easily find future or past assignments, too, just by swiping left or right.

To help you keep track of hours worked, you'll also see total weekly hours and daily hours after timesheets are submitted.

9:41

Mon, 1 Sept
Today

-
Daily Total

-
Weekly Total

7:00 AM - 5:00 PM
3202 E 11th Ave, Tampa, FL 33605, USA

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3 notes to read!

see more...

3   2   3   3   5

Decline   Confirm

Send a Message
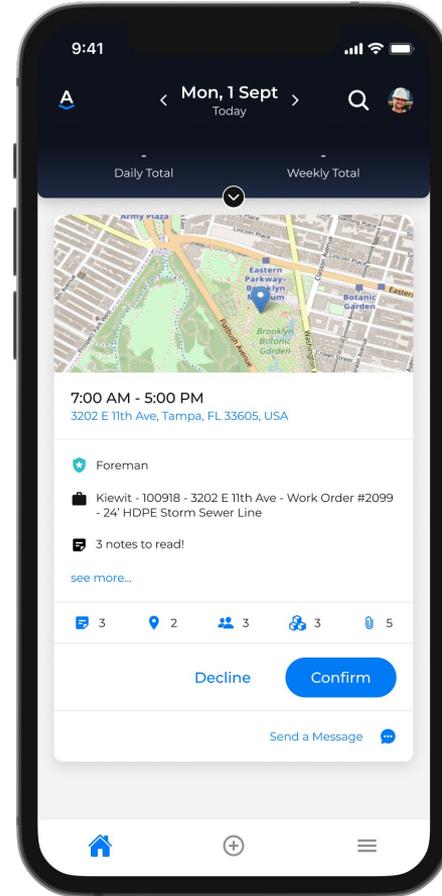
THE ASSIGNMENT CARD

View the basic details for each job you're assigned to, like the type of work you'll be doing, what time you'll start, and where you'll be heading.

You can also see who else is on your crew, communicate with them, and view items you need to complete, like Forms, Timesheet, and Site Diaries.
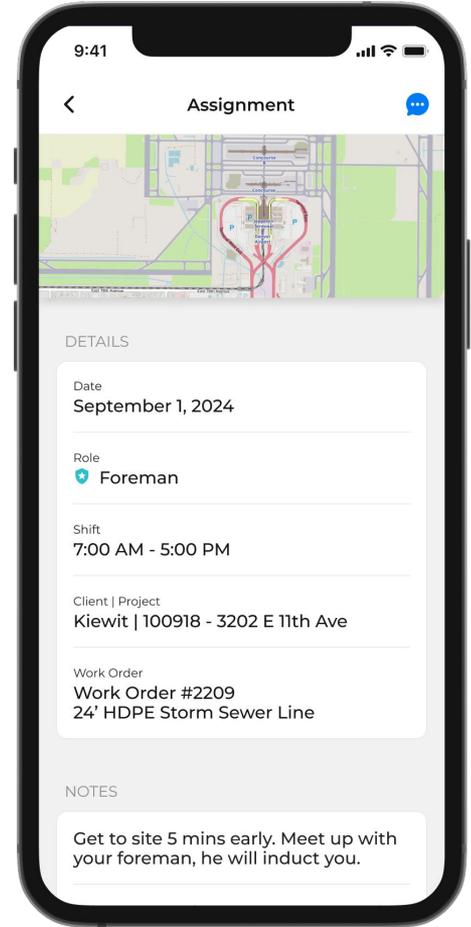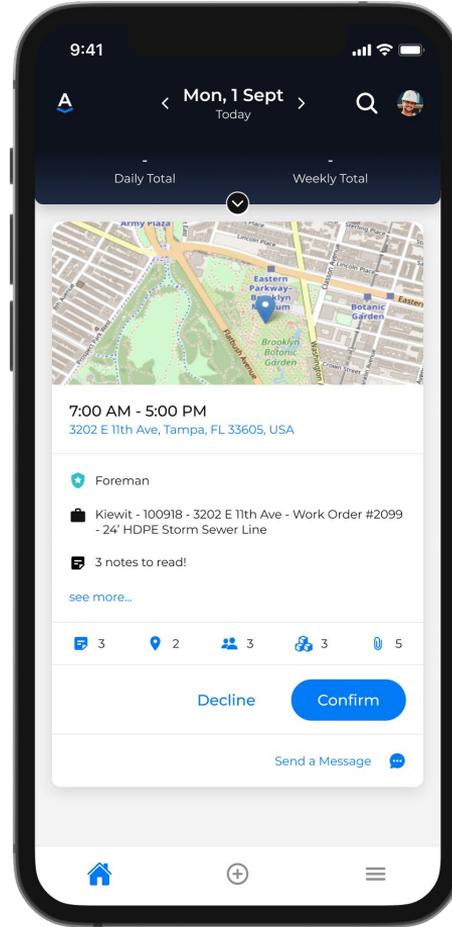
SUBMITTING A FORM THROUGH ASSIGNMENTS

Complete a **Form** by tapping on the Form name or searching in **Other Forms**.

Answer questions and tap Submit to send responses back to the office in real time.

Stay on top of **Submitted** and **In-Progress Forms** directly from your Assignment Card.

www.assignar.com | @assignar.
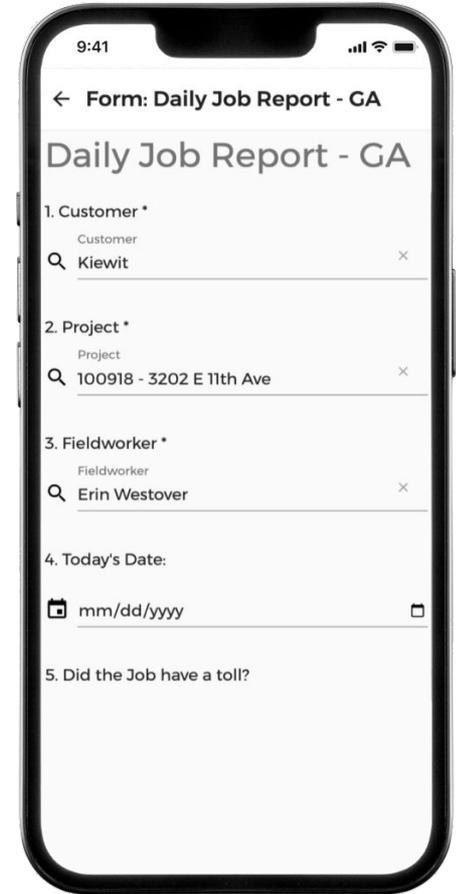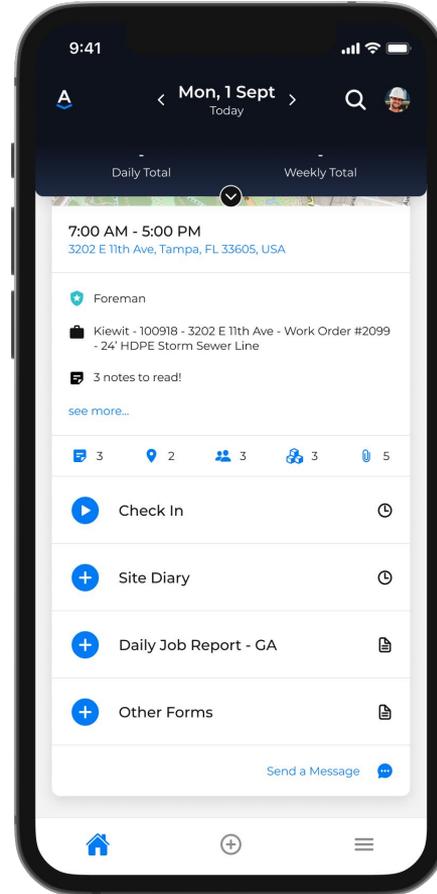
SUBMITTING TICKETS

Tap **Upload a Ticket** to take a photo of your ticket or upload one from your photo library.

You can select **Attach Digital Ticket** to complete a template set up by your company.
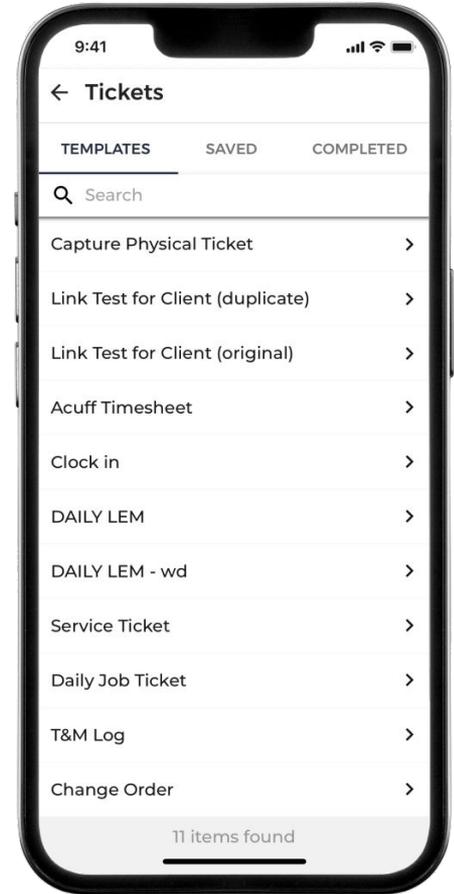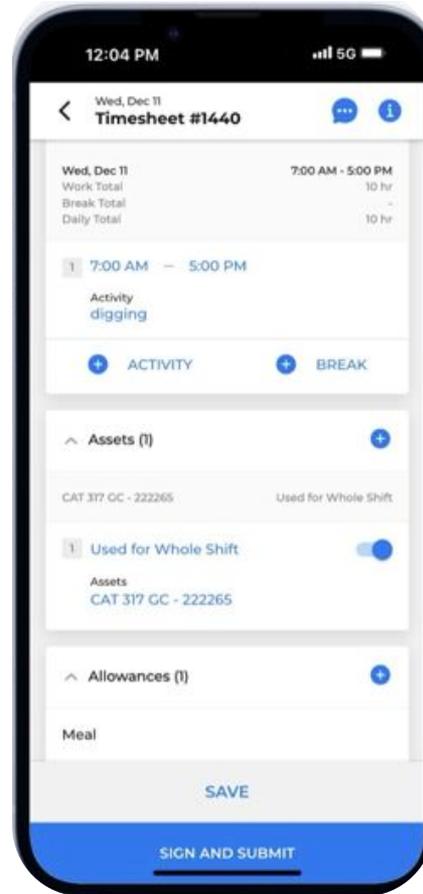
SUBMITTING YOUR TIMESHEET VIA ASSIGNMENTS

When the job is finished and you need to submit your timesheet, tap **+ Timesheet**.

This will bring you straight into the timesheet where basic details have already been filled out for you.

You can break down your time by activity, add your break time, tick any allowances you are entitled to, upload digital or photo tickets, track time against equipment and add any comments.

To submit the timesheet, hit **Sign and Submit.**
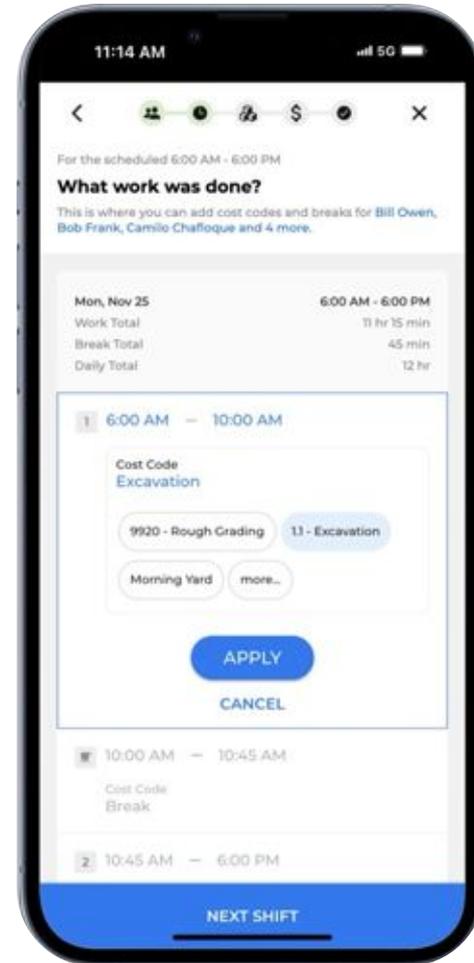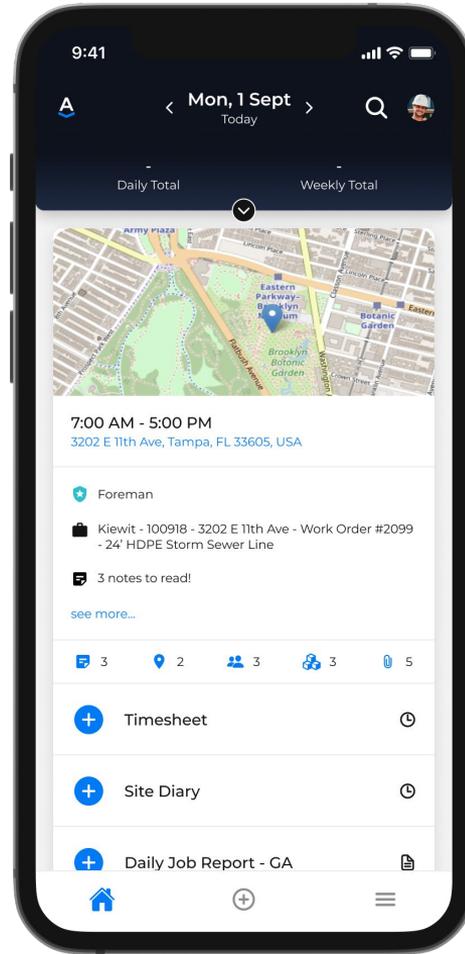
SUBMITTING A TIMESHEET VIA CHECK IN/ CHECK OUT

To submit your timesheet, simply select **Check In** once you start the job and then select **Check Out** once you have completed your job.

You can use the **Start New Activity** button to track your time against the type of work you're doing in real time.

Start Break will stop your previous activity and begin the break timer.

After selecting **Check Out,** you can review and submit your time for approval.
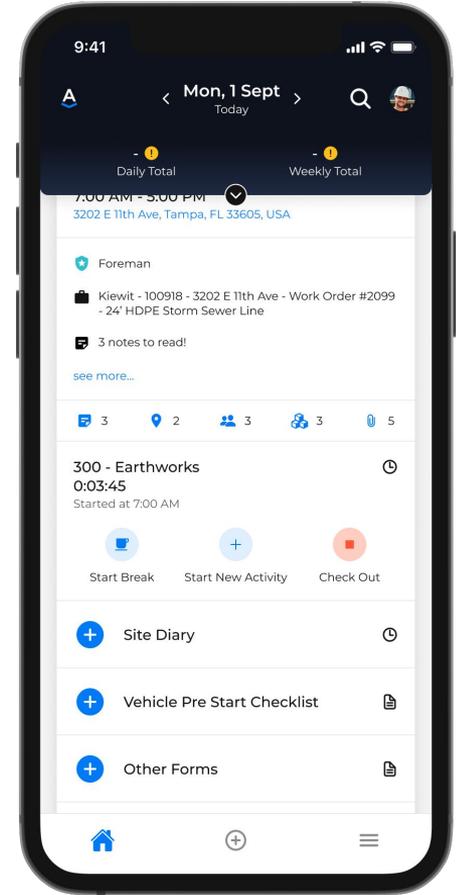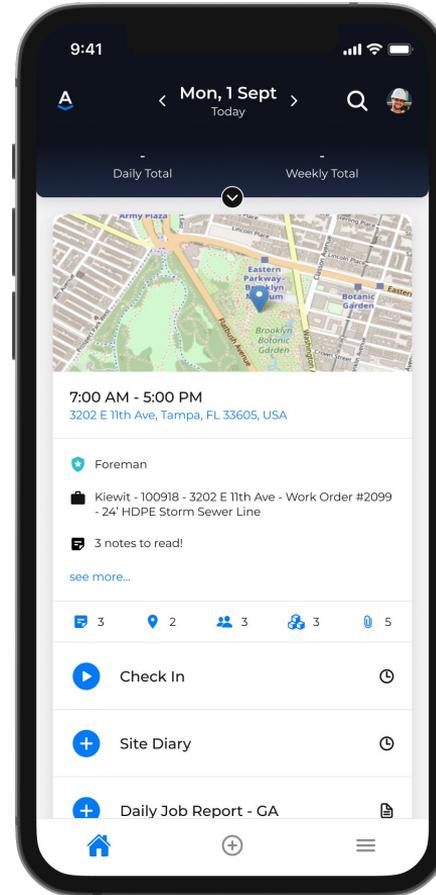
SUPERVISORS AND SITE DIARIES

Supervisors can use the Site Diary to manage their crews' time, report on jobsite progress, and add chargeable items.

They can also answer daily questions and sent notes and photos back to the office.

With the **Add Timesheets** option, supervisors can review or add worker timesheets as needed.